**註冊香港有限公司專業服務申請表  
Hong Kong Limited Company Registration Service Application Form**

客戶盡職審查  
Customer due diligence  
(本公司職員填寫)  
(Staff use only)

**注意!** 會計妹®將根據客戶於此申請表上填寫地址的語言 (中文或英文) 製備公司章程細則，需要中文版本之公司章程細則的客戶必須劃一以中文填寫所有地址!   
**ATTENTION!** The Company’s Articles of Association will be prepared in the same language (Chinese or English ONLY) as all addresses   
provided by client on this application form. For Chinese version, please make sure to fill in all addresses in Chinese!

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

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| **公司資料　Company Information $1 $299 1天 即日 1小時 吉日 吉時** | | | | | | | | |
| 提交申請方式  Application Method | 網上提交(1-2工作天)  Online Application (1-2 Working Day)  +港幣300客人名義網上申請  + HKD 300 Online Application with Personal | | | | 實體提交(5-6工作天)  submit in Hard copy (5-6 Working Day) | | | |
| 擬註冊公司名稱 Proposed Company Name  *(見附件一填寫表格指引)*  *(See Guidelines in Appendix A)* | 英文名稱 English Name | |  | | | | | |
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| 中文名稱 Chinese Name | |  | | | | | |
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| 擬註冊公司地址 Proposed Company Registration Address | 所有地址必須以各單字首字為大楷及全寫寫出, 並以同一語言填寫 (中文或英文) All addresses must be written in the same language (Chinese/English), full form. First letter in each word should be capitalized  Shop/Room, Floor, Commercial/Industrial Building  Street No.  Complex/Community, District  Hong Kong | | | | | | | |
| 會計妹® 提供之 **上環** 商業地址 **Sheung Wan** commercial address provided by AccGirl  會計妹® 提供之 **北角** 商業地址 **North Point** commercial address provided by AccGirl  會計妹® 提供之 **旺角** 商業地址 **Mong Kok** commercial address provided by AccGirl  會計妹® 提供之 **元朗** 商業地址 **Yuen Long** commercial address provided by AccGirl  會計妹® 提供之 **荃灣** 商業地址 **Tsuen Wan** commercial address provided by AccGirl | | | | | | | |
| 公司組成時的股本  Total Number of Shares Proposed to be Issued  *(見附件一填寫表格指引)*  *(See Guidelines in Appendix A)* | 股本總數  Share Capital | Enter Here | | 業務性質  Business Nature | | | Click Here to Enter Text | |
| 每股值  Each Share | HKD 1 | | 最多可填寫三項業務性質，不可填寫機構。  Maximum of 3 natures. Cannot be Corporation | |
| 會計年度終結日 Financial Year End Date | 31st Mar　　　  31st Dec　　　  自訂日期　Customized Date:　Select Date  *建議日期為成立公司後十五個月內　15 months after incorporation will be the suggested date* | | | | | | | |
| 預計公司資產 Expected Assets of Business | 低於30萬港幣 Below 300k HKD | | | | | 公司交易地區 Location of Business Activities | | 本地 |
| 高於30萬港幣 More than 300k HKD | | | | | 海外  請註明:  Indicate: Enter Here |
| 高於1000萬港幣 More than 100m HKD  請另外填寫資金來源申報表 | | | | |
| 資金來源 Source of Funds | 實益擁有人個人資產Beneficiary owner(s) personal assets  集團內部融資 Intra-Group Financing  其他 Others:　 Enter Here | | | | | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | | | |

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| **股東、董事、公司秘書資料**  **Shareholder, Director and Company Secretary Information** | | | | | **現身**  **Be Present** | | **不現身**  **No Show** | |
| 申請人身份 Applicant’s Position | 重要控制人Significant Controllers 指定代表Designated Representative  股東Shareholder　  董事Director　  公司秘書Company Secretary  重要控制人 Significant Controllers  公司聯絡人Company Contact Person  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | | | |
| 英文姓名 Full Name in English | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen) | | | | 持股量  Number of Shares | | | Enter Here (只適用於股東)  (Shareholder only) |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text | 性別 Gender | Select | |
| 身份證/護照號碼 I.D. / Passport No. | Click Here to Enter Text | 簽發國家 Issuing Country | | | Click Here to Enter Text | | | |
| 聯絡電話 Contact Number | Click Here to Enter Text  **WhatsApp** | 其它國籍 (如適用)  Other Nationality  (If Applicable) | | | Click Here to Enter Text | | | |
| 住址 Residential Address  (董事必須提供住址　Director must provide residential address) | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | | 即時通訊軟體Instant Messenger | | | Select |
| 用戶名/號碼  AC Name / No. | | | Enter Here |
| 通訊地址  Correspondence Address | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | |  | 使用公司註冊地址作為通訊地址  Company registered address as correspondence address | | |
|  | 使用住址作為通訊地址 residential address as correspondence address | | |
| 電郵地址 E-mail | Click Here to Enter Text | | | | | | | |
| 資金來源 Source of Funds | 商業 Business  薪金 Salary | | | 繼承或餽贈 Inheritance/Gift  其他 Others:　 Enter Here | | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為港幣100元。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | | |
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| **股東、董事、公司秘書資料**  **Shareholder, Director and Company Secretary Information** | | | | | **現身**  **Be Present** | | **不現身**  **No Show** | |
| 申請人身份 Applicant’s Position | 重要控制人Significant Controllers 指定代表Designated Representative  股東Shareholder　  董事Director　  公司秘書Company Secretary  重要控制人 Significant Controllers  公司聯絡人Company Contact Person  *唯一董事不能兼任公司秘書　A sole director cannot be the Company Secretary* | | | | | | | |
| 英文姓名 Full Name in English | Enter Here (E.g.: CHAN Tai Man/CHEN Dawen) | | | | 持股量  Number of Shares | | | Enter Here (只適用於股東)  (Shareholder only) |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text | 性別 Gender | Select | |
| 身份證/護照號碼 I.D. / Passport No. | Click Here to Enter Text | 簽發國家 Issuing Country | | | Click Here to Enter Text | | | |
| 聯絡電話 Contact Number | Click Here to Enter Text  **WhatsApp** | 其它國籍 (如適用)  Other Nationality  (If Applicable) | | | Click Here to Enter Text | | | |
| 住址  Residential Address  (董事必須提供住址　Director must provide residential address) | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | | 即時通訊軟體Instant Messenger | | | Select |
| 用戶名/號碼  AC Name / No. | | | Enter Here |
| 通訊地址  Correspondence Address | Flat/Room, Floor, Block, Building  Street No.  Complex/Community, District  Country | | | |  | 使用公司註冊地址作為通訊地址  Company registered address as correspondence address | | |
|  | 使用住址作為通訊地址 residential address as correspondence address | | |
| 電郵地址 E-mail | Click Here to Enter Text | | | | | | | |
| 資金來源 Source of Funds | 商業 Business  薪金 Salary | | | 繼承或餽贈 Inheritance/Gift  其他 Others:　 Enter Here | | | | |
| *需提供注入公司的資金來源證明文件　Please provide us with the supporting documents of the source of funds to be injected into the Company* | | | | | | | |
| **若申請人多於兩位，每增加一位申請人之附加費用為HKD100。　An additional of HKD100/person will be charged if there are more than 2 applicants.** | | | | | | | | |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

**如果有額外的公司聯絡人，則需要填寫以下表格，否則請跳過此頁。**

**If there are any additional corporate contact persons, please complete the form below. Otherwise, skip this page.**

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| **公司聯絡人資料**  **Company Contact Person Information** | | **第一聯絡人**  **Main Contact Person** | |
| 申請人身份  Applicant’s Position | 股東Shareholder　  董事Director　  公司秘書Company Secretary  重要控制人 Significant Controller  其他Other 請註明Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 英文姓名 Full Name in English | Click Here to Enter Text | 性別Gender | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text |
| 聯絡電話 Contact Number | Click Here to Enter Text | 即時通訊軟體Instant Messenger | Select |
| 電郵地址 E-mail | Click Here to Enter Text | 用戶名/號碼  AC Name / No. | Enter Here |

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| **額外公司聯絡人資料**  **Extra Company Contact Person Information**  (**需繳付HKD100年費以通知此聯絡人)**  **(An additional of HKD100/year will be charged for notify any updates)** | | **第二聯絡人**  **Second Contact Person** | |
| 申請人身份  Applicant’s Position | 股東Shareholder　  董事Director　  公司秘書Company Secretary  重要控制人 Significant Controller  其他Other 請註明Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 英文姓名 Full Name in English | Click Here to Enter Text | 性別Gender | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text |
| 聯絡電話 Contact Number | Click Here to Enter Text | 即時通訊軟體Instant Messenger | Select |
| 電郵地址 E-mail | Click Here to Enter Text | 用戶名/號碼  AC Name / No. | Enter Here |
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| **額外公司聯絡人資料**  **Extra Company Contact Person Information**  (**需繳付HKD100年費以通知此聯絡人)**  **(An additional of HKD100/year will be charged for notify any updates)** | | **第三聯絡人**  **Third Contact Person** | |
| 申請人身份  Applicant’s Position | 股東Shareholder　  董事Director　  公司秘書Company Secretary  重要控制人 Significant Controller  其他Other 請註明Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 英文姓名 Full Name in English | Click Here to Enter Text | 性別Gender | Select |
| 中文姓名 Full Name in Chinese | Click Here to Enter Text |
| 聯絡電話 Contact Number | Click Here to Enter Text | 即時通訊軟體Instant Messenger | Select |
| 電郵地址 E-mail | Click Here to Enter Text | 用戶名/號碼  AC Name / No. | Enter Here |

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| **服務資料　Service Information** | | | | | |
| **成立公司服務　Company Incorporation Service** | | | | | |
| 開公司專業服務\*  Company Incorporation Service\* | | HKD1 | 香港永久居民首次成立公司  HK Permanent Resident+Starters | | -- Select -- |
| HKD299 | 自助開公司Worldwide Offer | |
| 公司註冊費 (政府收費)\*  Company Registration Fee (Government Charge)\*  *一次性公司註冊費用　One-time Company Registration Fee* | | HKD1,720 | | | HKD1,720 |
| 商業登記費 (政府收費) \*  Business Registration Fee (Government Charge)\*  *首年商業登記費用　First-year Business Registration Fee* | | HKD150 | | | HKD150 |
| 一天/即日/一小時成立公司 **★**  1-Day/Same-Day/1-Hour Company Incorporation Service  *已包括以上所有費用及會計妹® 創業盒 (簡易版)　All of the above charges & AccGirl™ Starter Kit (Basic) included* | | HKD3,299 / HKD3,999 / HKD8,999 | | | -- Select -- |
| 吉時成立公司  Auspicious Time Company Incorporation Service  *已包括以上所有費用及會計妹® 創業盒　All of the above charges & AccGirl™ Starter Kit included (+HKD2000自訂綠盒內容 +HKD2000 self-designed)* | | 填寫時間:  Fill In The Times:  1.  2.  3. | | | -- Select -- |
| 辦公日Office Day:  09:00-19:00(時辰:已、午、未、申、酉) | | HKD13,888 | | |
| 非辦公日Non-Office Day:  07:00-09:00 19:00-23:00 (時辰:辰、戌、亥)  23:00-07:00(時辰:子、丑、寅、卯) | | HKD16,888 | | |
| HKD18,888 | | |
| 公眾假期Public Holiday :  09:00-19:00(時辰:已、午、未、申、酉)  19:00-09:00(時辰:子、丑、寅、卯、辰、戌、亥) | | HKD18,888 | | | -- Select -- |
| HKD23,888 | | |
| 吉日成立公司  Auspicious Day Company Incorporation Service  辦公日/公眾假期  *已包括以上所有費用及會計妹® 創業盒　All of the above charges & AccGirl™ Starter Kit included (+HKD2000自訂綠盒內容 +HKD2000 self-designed)* | | 填寫時間:  Fill In The Day:  1.  2.  3. | | | -- Select -- |
| HKD9,888/HKD11,888 | | | -- Select -- |
| 會計妹® 創業盒  AccGirl™  Starter Kit  (公司文件套裝)  (Company Kit) | 會計妹® 創業盒 (簡易版)  AccGirl™ Starter Kit (Basic) | HKD380 | | (~~原價HKD500)~~  ~~(Was HKD500)~~ | -- Select -- |
| 會計妹® 創業盒 [紅色](豪華版) – 等同「綠盒」  AccGirl™ Starter Kit [Red Color](Premium) – Equivalent to “Green Box” | HKD680 | | (~~原價HKD1,100~~)  ~~(Was HKD1,100)~~ |
| 電子版文件  Digital Document | 電子版文件 (包含512MB 會計妹® USB 1隻)  Basic Digital Document (Include one 512MB USB) | HKD100 | | (需選購創業盒)  (Must Select Company Kit) | -- Select -- |
| 電子版文件 升級會計妹® USB至128GB  USB upgrade to 128GB service | + HKD100 | | (需選購基本電子版文件)  (Must Select Basic Digital Document ) | -- Select -- |
| 公司鋼印　Company Metal Common Seal | | HKD200 | | | -- Select -- |
| 開業通知及增加業務性質  Notification of Commencement & Adding Business Nature  *公司成立日起一年內****必須****加上業務性質，否則將可能觸犯法例及被罰款　Business Nature* ***must*** *be added to the Company within 1 year from incorporation date to prevent any legal liability/government penalties* | | HKD250 | | (~~原價HKD680~~)  (~~Was HKD680~~) | HKD250 |
| 額外申請人Additional applicant | | HKD100 | | (每位額外申請人)  (Each extra applicant) |  |
| 額外聯絡人Additional Contact Person | | HKD100 | | (每位額外聯絡人)  (Each extra contact person) |  |

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| **公司秘書服務　Company Secretary Service**  服務詳情請參考**第10頁**(附件四)之服務計劃內容　Please see **page 10** (Appendix D) for service plan information  *選擇公司秘書服務之客戶必須存放HKD105以支付下一年度週年申報費用。Applicant(s) who chooses our Company Secretary Services will be required to deposit HKD105 for the first-year annual filling fee charged by the government.* | | | |
| 基本秘書服務套餐 (一年) **★**  Basic Company Secretary Service (1-Year) | HKD499 | (~~原價HKD1,360/年~~)  (~~Was HKD1,360/yr~~) | -- Select -- |
| 法定秘書服務套餐 (一年) **★**  Legal Company Secretary Service (1-Year) | HKD799 | (~~原價HKD2,860/年~~)  (~~Was HKD2,860/yr~~) |
| 高級法定秘書服務套餐 (一年) **★**  Comprehensive Company Secretary Service (1-Year) | HKD1,280 | (~~原價HKD4,900/年~~)  (~~Was HKD4,900/yr~~) | *+HKD105* |
| 專上秘書服務套餐 (一年) **★**  Premium Company Secretary Service (1-Year) | HKD3,600 |  |

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| **虛擬辦公室服務　Virtual Office Service**  服務詳情請參考**第11頁**(附件五)之服務計劃內容　Please see **page 12** (Appendix E) for service plan information  *如閣下選用本公司之虛擬辦公室服務，本公司將協助貴公司直接處理所有來自公司註冊處及稅務局之信件。If you are choosing our Virtual Office Service, AccGirl will help your company directly handle all the letters from the Companies Registry and the Inland Revenue Department.* | | | |
| 虛擬辦公室服務:　實惠套餐 (一年) **★**  Virtual Office Service: Economic Package (1-Year) | HKD899 | (~~原價HKD1,380年~~)  (~~Was HKD1,380/yr~~) | -- Select -- |
| 虛擬辦公室服務:　基本套餐 (一年) **★**  Virtual Office Service: Basic Package (1-Year) | HKD1,440 | (~~原價HKD2,400年~~)  (~~Was HKD2,400/yr~~) |
| 虛擬辦公室服務:　優越套餐 (一年) **★**  Virtual Office Service: Superior Package (1-Year) | HKD2,136 | (~~原價HKD2,640年~~)  (~~Was HKD2,640/yr~~) |
| 虛擬辦公室服務:　卓越套餐 (一年) **★**  Virtual Office Service: Premium Package (1-Year) | HKD2,556 | (~~原價HKD3,180年~~)  (~~Was HKD3,180/yr~~) |
| 公司水牌 (最長一年，連製作費)  Company Name Plate (Max. 1-Year, including production fee)  *服務期間根據虛擬辦公室服務週期Service Period bases on length of VO Service* | HKD300  HKD500  HKD1,150 HKD2,400 | 電子水牌 Electronic  小型水牌 Small  中型水牌 Medium  大型水牌 Large | -- Select -- |
| WhatsApp接收通知服務費(一年) Receive notifications via WhatsApp (1-Year) | HKD240 |  | -- Select -- |
| 按金　Deposit  *選擇虛擬辦公室服務之申請人必須存放HKD200按金以支付代墊郵/運費用，按金可於服務終止日算起一個月內退還　Applicant(s) who chooses our Virtual Office Service will be required to deposit HKD200 for postage/courier charges. Refundable in one month after date of termination of service.* | HKD200 | | -- Select -- |

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| **會計理帳及報稅服務　Accounting & Bookkeeping & Tax Services** | | | |
| 會計理帳服務優惠: *每年0至50個交易項目*  Accounting Service: *0 – 50 transactions per year* | HKD2,000 | (~~原價HKD3,000/年~~) (~~Was HKD3,000/yr~~) | -- Select -- |
| 會計理帳及報稅服務優惠: *每年0至100個交易項目*  Accounting & Taxation Service: *0 – 100 transactions per yr* | HKD3,000 | (~~原價HKD4,000/年~~)  (~~Was HKD4,000/yr~~) |
| 首年稅務代表First Year Tax Representative  *如閣下不願意委任本公司為首年稅務代表, 請選取“No”或刪去 “Yes” 字眼*  *If you do not wish to join our First Year Tax Representative Service, please select “No” or cross out “Yes”* | **FREE** | (~~原價HKD1,000/年~~)  (~~Was HKD1,000/yr~~) | Yes |

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| ***Top-Up*▲免費增值服務　Free Value-Added Services** | | | |
| 創業者同盟一年會籍 Entrepreneurs Alliance Membership  創業者同盟™ 以幫助創業人仕為宗旨，使命是促進創業人分享及互動，交換經驗，讓創業人不用再孤單的走這條艱辛的創業之路。  *注意: 客戶提供的個人資料將有機會被提交到「創業者同盟」作申請用途*  *If you do not wish to join our First Year Tax Representative Service, please select “No” or cross out “Yes”*  請選擇加入以下群組︰  Whatsapp︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wechat︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **FREE** | (~~原價HKD1,000/年~~)  (~~Was HKD1,000/yr~~) | -- Select -- |
| 僱主強積金開戶/管理服務轉介 MPF Referral  *注意: 客戶提供的個人資料將有機會被提交到強積金中介人作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to MPF company for contact purposes.* | **FREE** | (~~原價HKD1,000~~)  (~~Was HKD1,000~~) | -- Select -- |
| 一站式智能 POS 流動收款機開戶及轉介 POS Referral  -不接受預付性行業的申請  *注意: 客戶提供的個人資料將有機會被提交到流動收款機供應商作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to POS machine supplier for contact purposes.*  如需要此服務，請剔選以下其中一個計劃︰  QR 錢包收款計劃(只限微信支付和支付寶)  手機收款 App 計劃(收據打印機套裝)  ✅ Visa ✅ Master✅ 銀聯 ✅ 雲支付✅ 微信支付✅ 支付寶 ✅ Apple pay  ✅ Samsung pay✅ Google pay ✅ Huawei pay  智能卡機計劃  ✅ Visa ✅ Master ✅ 銀聯 ✅ 雲支付✅ 微信支付✅ 支付寶 ✅ Apple pay  ✅ Samsung pay✅ Google pay ✅ Huawei pay ✅ EPS  自選(需要客人額外填寫申請表)︰八達通  AE | **FREE** | (~~原價HKD500~~)  (~~Was HKD500~~) | -- Select -- |
| 公司信用卡開戶轉介 Credit Card Referral  -沒有公司銀行戶口亦可申請  *注意: 客戶提供的個人資料將有機會被提交到流動公司信用卡公司作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to credit card company for contact purposes.* | **FREE** | (~~原價HKD1,000~~)  (~~Was HKD1,000~~) | -- Select -- |
| 香港寬頻企業寬頻方案轉介　HKBN Referral  *注意: 客戶提供的個人資料將有機會被提交到網絡供應商作申請用途*  *Note: Personal information provided by client (for service application) might be handed over to network provider for contact purposes.* | **FREE** | (~~原價HKD500~~)  (~~Was HKD500~~) | -- Select -- |

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| **其他熱門服務!!!　Other Popular Services!!!** | | | | | | |
| 銀行開戶轉介服務　Bank Account Opening Referral  **凡使用任何“ ★ ”號服務，即可以優惠價港幣500元使用銀行開戶轉介服務**  **By choosing any one of the“ ★ ”services, you may enjoy our Bank Account Opening Referral Service with a discounted price (HKD500)**  *不包括銀行收取之公司查冊費 Company Search Fee (Bank Service Charge) Excluded*  *注意: 客戶提供的個人資料將有機會被提交到銀行作開戶申請用途*  *Note: Personal information provided by client (for service application) might be handed over to Bank for contact purposes.* | | HKD1000 | | / HKD500 | | -- Select -- |
| 增加業務名稱　Add Business Name | | HKD250 | | (~~原價HKD680/份~~)  (~~Was HKD680/doc~~) | | -- Select -- |
| 開設分行 　Opening of Branch  *包括首年分行登記政府費用　First-year Branch Registration Gov. Fee included* | | HKD400 | | (~~原價HKD930/間~~)  (~~Was HKD930/branch~~) | | -- Select -- |
| 會計師核證本 (開設公司銀行戶口文件)  Certified True Copy (For Setting up of Bank Account)  *開戶文件如公司註冊文件、公司章程細則及身分證明文件等*  *Incorporation documents , Articles of Association, identification documents, etc.* | | HKD300 | | 每份文件  Each Document | | -- Select -- |
| HKD1,100 | | 4份 = 全套文件  4 Documents = Full Set | |
| 綠盒存放服務 (一年/每月)  Green Box Deposit Service (1-Year/per month) | | HKD300 | | 每月Monthly | | -- Select -- |
| HKD600 | | 一年Yearly Special Offer | |
| 其他 Others: Please Describe | | Please Describe | | | | Enter Here |
|  | | **合計Total Amount** | | | | Enter Here |
|  | | | | | | |
| **虛擬辦公室服務管理 (如適用)　Virtual Office Service Management (If applicable)** | | | | | | |
| **郵件/包裹代收服務　Mails/Parcels Handling Service** | | | | | | |
| 郵件/包裹通知  Mails/Parcels Notification | 電郵地址　Email Address:　 Click Here to Enter Text  If differ from contact email 若與聯絡電郵不一  如額外增加WhatsApp接收通知，每年將收取港幣240 服務費。An annual charge of HKD240 will be added if notifications are also received by WhatsApp messages.  *如閣下選用本公司之虛擬辦公室服務，本公司將協助貴公司直接處理所有來自公司註冊處及稅務局之信件。*  *For Virtual Office Service, AccGirl will help your company directly handle all letters from the Registrar of Companies and the Inland Revenue Department.* | | | | | |
| **電話服務 　Phone Call Service** | | | | | | |
| 來電處理安排  Call Arrangement | 系統直接轉駁至指定聯絡人; **我不需要留言信箱服務 I do not need Voicemail Service \*\*\***  　　Direct transfer to assigned contact person  　接聽後即時轉駁至指定號碼，不成功便以 **Email / WhatsApp / WeChat**  **\*\*\*** 通知口訊  　　Transfer to assigned contact person after picking up. Notify by if fail  　接聽後留下對方聯絡號碼及口訊，以 **Email / WhatsApp / WeChat**  **\*\*\*** 通知  　　Leave contact number and message, notify by  (本公司會儘量因應客戶的要求作出安排　We will try our best to implement the arrangements) | | | | | |
| 第一指定聯絡人 First Assigned Contact Person:  第二指定聯絡人 Second Assigned Contact Person: | | -- Select Applicant--  -- Select Applicant-- | | Remark  Remark | |
| 首位公司聯絡人免費，之後每增加一位聯絡人，每月將收取HKD50服務費  An additional of HKD50/month per person will be charged if there is more than 1 contact person | | | | | |
| **傳真服務　Fax Service** | | | | | | |
| 傳真通知 Fax Notification | 電郵地址　Email Address:　 Click Here to Enter Text | | | | | |
| **請問閣下從以下哪些途徑得知「會計妹」?**  **How did you hear about “AccGirl”?** | | | | | | |

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|  | 電視廣告 TV Advertisement |  | Youtube廣告 |  | 巴士廣告 (路訊電視) Bus Ad. (Road Show) |  | 面書 Facebook |  | 的士 Taxi |
|  | 網絡搜索 Web Search |  | 別人介紹 Referral |  | 展覽 Exhibition |  | 宣傳單張 Leaflets |  | 其他 Others: Description |

**\*\*\* 請選擇 \*\*\* Please select**

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

**遵從法規　Compliance:**

1. 根據《商業登記條例》第 310 章的規定，就同步商業登記申請註冊的法團而言，有關公司須在它開始經營業務當日起計的 1 個月內，以書面通知稅務局局長其業務資料，包括業務名稱、業務描述及業務性質、營業地址及開業日期。不遵辦上述任何事項，即屬違法，可處最高 5,000 元罰款及監禁一年。

Pursuant to Business Registration Ordinance Cap. 310, where the company incorporated and registered under the one-stop company incorporation and business registration regime, it is required to notify the Commissioner of Inland Revenue in writing within one month of the date of commencement of their businesses. The business particulars concerned include business name, description and nature of business, business address and date of commencement of business. Failure to comply with the above requirements may lead to prosecution. The maximum penalty is $5,000 and imprisonment for one year.

1. 根據《公司條例》，本地私人公司須每年於公司成立為法團之日在該年中的周年日後的42日內(訂明時限)，向公司註冊處處長交付周年申報表登記。請緊記：
   * 公司如未有在訂明時限內交付周年申報表，屬刑事罪行，失責公司及其每名責任人可被檢控。
   * 公司註冊處處長無權延長交付周年申報表的法定期限。
   * 如交付周年申報表的訂明時限的最後一天是星期六，該限期仍會維持不變。

According to the Companies Ordinance, a local private company must in respect of every year deliver its annual return to the Registrar of Companies for registration within 42 days after the anniversary of the date of the company's incorporation in that year (the prescribed time period). Please pay attention to the following:

* + It is a criminal offence to fail to deliver the annual return within the prescribed time period. On default, the company and every responsible officer are liable to prosecution.
  + The Registrar of Companies does not have power to extend the statutory time limit for the delivery of annual return.
  + If the due date for delivering the annual return falls on a Saturday, the deadline for delivering the return will remain unchanged.

1. 根據《公司(披露公司名稱及是否有限公司)規例》(第 622B 章)第3(1)條訂明，公司須在其註冊辦事處及 其每個業務 場所以可閱字樣，持續地展示其註冊名稱。如公司未能遵從此規定，該公司及其每名責任人均屬 犯罪，可處罰款 10,000 元。

Pursuant to sections 3(1)of the Companies (Disclosure of Company Name and Liability Status) Regulation (Cap.622B), a company must display continuously its registered name in legible characters at its registered office and every business venue of the company. If the company fails to comply with the requirements to display or state its name in the manner described in sections 3 and 4, the company and every responsible person of the company commit an offence and is liable to a fine up to $10,000.

1. 按照香港《公司條例》，有限公司必須聘用由香港會計師公會註冊及認可提供法定審計服務之執業會計師審計公司的年度帳目。

According to the Hong Kong Companies Ordinance, all Hong Kong limited companies must engage certified public accountants registered and authorized to provide statutory audit services by the Hong Kong Institute of Certified Public Accountants to audit their financial statements.

**客戶聲明書Client Acknowledgement**

本人(服務申請人)不願意預繳週年申報表政府費用：本人明白本公司應按照遵從法規第2項內容每年於訂明時限內遞交週年申報表到政府部門，但本人不願意預繳週年申報表政府費用。本人明白不預繳此政府收費將有機會導致會計妹有限公司未能於訂明時限內遞交本公司之週年申報表文件。若當中產生任何政府罰款或違法法律責任，本公司將一力承擔，會計妹有限公司不需負上任何責任 (包括法律責任及有關政府罰款)，特此聲明。本人已閱讀及明白以上備註1至4之內容，並同意此聲明書之內容，現簽署本頁底部以確認以上聲明。  
I do not wish to prepay the government charge for Annual Return and I hereby declare the following: I understand that the company should submit an annual return to the government yearly within the prescribed time limit according to Compliance 2. However, I do not wish to prepay the government charge for Annual Return. I understand that there is an opportunity that AccGirl fails to submit my Company’s Annual Retrun within the prescribed time limit since I will not prepay the government charge for Annual Return. The Company will be responsible for all government fines or illegal legal liabilities. AccGirl is not responsible for any government fines or illegal legal liabilities. I have read and understood the above remarks (1-4) and agree to the above acknowledgement. By signing at the bottom of this page, I confirm the above acknowledgement.

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| --- | --- | --- | --- | --- | --- |
| 簽署:  Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 申請人全名:  Full Name: | Click Here to Enter Text  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 身份:  Position: | Click Here to Enter Text  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**注意：必須填寫此申請表內所有空格 (不適用者請以“N/A”表示)** **Caution: All boxes on this application form must be filled out (if not applicable, put “N/A”)**

請在適當的方格內填上(✓)號或(x)號以表示你的選擇　Please check (✓) or cross (x) the appropriate box to indicate your preference

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| **申請及繳費注意事項 Important Notes for Application and Payment** |
| 1. 填妥並簽署申請表後，需連同以下證明文件與申請表一併電郵/傳真/郵寄至本公司: Please submit the completed and signed application form along with the following information to us by email/fax/mail:   **如屬自然人：** **所有申請人之身份證及住址證明**  **For Natural Person:** **Identity Card or Passport and Proof of Residential Address issued within 3 months of All Applicant(s)**  (如未能現身請提供其他身份證明文件If you fail to show up, please provide the other identity document )  **如屬法人團體：** **公司註冊證明書、公司章程細則、商業登記證副本**  **所有實益擁有人之身份證及住址證明**  **For Corporate:** **Certificate of Incorporation, Articles of Association,**  **Copy of Business Registration Certificate (Only applies to Hong Kong Companies)**  **All Beneficial Owner Identity Card or Passport and Proof of Residential Address**   **issued within 3 months of All Applicant(s)**   1. 成功遞交所需申請文件後本公司將檢查申請表內資料並進行公司名稱查冊，確定名稱未被已註冊之公司使用後將電郵報價單給閣下，完成付款手續後需將有關付款證明電郵/傳真/郵寄至本公司。本公司確認收到相關款項後服務方可生效。 After successfully submit all required application documents, we will perform a Company Name Search to ensure the proposed Company Names are not yet used by other existing limited companies and send you the quotation for payment purposes. You will be required to return the payment information via email/fax/mail. Service starts ONLY when payment is made and verified. 2. 繳費方式 Payment Method (請先與會計妹職員確認總金額 Please contact AccGirl to confirm the total cost):    * **現金 Cash** 前往本公司以現金繳費　 Paying by Cash in Person    * **存款 Cash Deposit** 存款到本公司之中國銀行戶口 Making Cash Deposit to Our Bank of China Account    * **支票 Cheque** 前往本公司遞交/郵寄/入票 Bringing Payment Cheque to us in Person/by Post    * **支付寶 Alipay** 掃瞄本公司之支付寶二維碼 Scanning our company QR code    * **轉賬Bank Transfer** 中銀戶口 Transferring Fund from Bank of China Account非中銀戶口 (客戶自付銀行手續費) Transferring Fund from Other Banks (Bank Handling Fee Paid by Client) 轉數快 Transferring Fund via “FPS” (Faster Payment System)   *如以遞交支票形式付款，支票抬頭請寫上「****會計妹有限公司****」或「****AccGirl Limited****」，並於支票背面後寫上貴公司名稱。 如以存入支票形式付款，請根據以上指示，存入支票後於銀行收據背面寫上貴公司名稱並將其正本或副本交回本公司。*  For Cheque Payment, please make cheque payable to “AccGirl Limited” and write your company name on its back. For Cheque Deposit, please follow the instructions above and write your company name on the back of the bank receipt, then return it (original copy OR photocopy) to us.   1. 銀行賬戶詳細資料 Bank Account Detailed Information (以非港幣繳付費用之客戶請先向會計妹職員索取外幣戶口資料： For non-HKD payments, please obtain the Foreign Currency Bank Account information from AccGirl before making a payment): **帳戶名稱 Account Name:** AccGirl Limited 會計妹有限公司 **銀行名稱 Bank Name:** Bank of China 中國銀行 **港幣戶口 HKD Account:** 012-676-1-023557-4 **轉數快 FPS No.:** 7088578 |

**於以下四項陳述前方之空格內加上剔號“*✓* ”或交叉“x”、於橫線上簽署、填上簽署人姓名及簽署日期後方可遞交申請。**  
This application form can only be submitted after ticking the 4 boxes, signing above the line, filling in signer’s name and signature date below.

　 本人茲證實上述資料確實無誤，並已閱讀及同意本申請表 (包括附件一、二、三、四、五及“條款和條件”) 內所列之所有條款和條件。

I declared that the information given above is true and accurate in each and every respect. I have read the application form (including Appendix A, B, C, D, E and “Terms and Conditions”) and agree to all of the terms and conditions stated in it.

　 本人明白及同意所有費用 (包括所有政府收費及服務費) 於繳付予會計妹後一概不能退還。

I understand and agree that all fees (including government charges and service fees) cannot be refunded after payment has been made.

　 本人 (即下述簽署人) 確認，上方所提供之資料，就本人所知所信，皆為完整真確，如有不實資料會計妹將不會繼續提供服務，而本人承諾，本人作為信託及公司服務持牌者客戶之期間，若有任何影響上述資料完整性及真確性之重大變動，本人將即時通知信託及公司服務持牌者的客戶經理。

I, the undersigned, confirm that the information provided above is complete and correct to the best of my knowledge and belief and I undertake that, as long as I continue to be a client of TCSP Licensee, If there are false informations, AccGirl will not continue to provide services, I will promptly notify the appropriate relationship manager at TCSP Licensee of any material changes affecting the completeness and accuracy of the responses to the above mentioned questions.

　 本人明白及同意成立公司服務需於3個月內完成，如未能完成會計妹將不會繼續提供服務及發還相關費用。

I understand and agree that the service of registering a company needs to be completed within 3 months. If incompleted AccGirl will not continue to provide services and reimburse the related fees.

　 本人明白及同意成立公司服務如因不可抗力之原因未能完成或延遲會計妹將不會負上任何責任。

I understand and agree that the AccGirl will not be held responsible if the company Incorporation service is not completed or delayed due to force majeure.

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| --- | --- |
| Click Here to Enter Text  客戶簽署　Applicant’s Signature | 客戶姓名 Name：Click Here to Enter Text  日期 Date ：Select Date |

**附件一: 成立香港有限公司指引**

**Appendix A: Guidelines for Incorporating a Hong Kong Limited Company**

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| **公司名稱　Company Name** |
| 1. 有關擬訂有限公司名稱需要注意的事項，可以去這裡參考 : http://www.cr.gov.hk/tc/publications/docs/name-c.pdf。 先選擇擬註冊成立公司的名稱，我們會進行查冊。你亦可透過公司註冊處的網上查冊中心查閱公司名稱<http://www.icris.cr.gov.hk/csci/>。 查閱時請使用「以全名查冊」模式並輸入完整的擬用公司名稱。   The company name guidelines can be found at this site <http://www.cr.gov.hk/en/publications/docs/name-e.pdf>. Choose a name for the company you wish to incorporate and we will conduct a company name search for you. Or you can also use the free name search service provide by the Company Registry <http://www.icris.cr.gov.hk/csci/>. Please use the search mode "Exact Name Search" and input the full and exact intended company name.   1. 公司名稱可選擇以一個中文名稱、一個英文名稱、或者一個中文名稱及一個英文名稱註冊。英文名稱可包含英文字母、標點符號及亞拉伯數字；而中文名稱可包含中文字、標點符號及亞拉伯數字。   A Company can be registered using only one Chinese name, one English name, or one Chinese name and one English name at the same time. The English name can contain English letters, punctuation marks and Arabic numerals. The Chinese name can contain Chinese characters, punctuation marks and Arabic numerals. |
| **公司組成時的股本　Total Number of Shares Proposed to be Issued** |
| 1. 股本必須為整數，而每位股東至少持有一股。   The total number of share must be a whole number. Each shareholder holds at least 1 share.   1. 當你成立一間持有限股本的公司，你負責公司債務的責任將不多於你持有公司股本的價值。   You are forming a private company limited by shares, the liability to you is limited to the issued shares value.   1. 公司股本並不相等於公司於銀行開戶的存款額，開戶的存款額視乎不同銀行的需求。   Share capital of the Company is not the minimum deposit in the bank account. The actual minimum deposit depends on the bank’s policy. |
| **股東/董事資料　Shareholder’s/ Director’s Information** |
| 1. 任何一間有限公司必須有一位或以上的董事及股東，董事與股東可同為一人。非香港居民亦可作董事或股東。   Any limited company must have at least one shareholder and director, the director and shareholder can be the same person. Non-HK residents can be a director and/or shareholder.   1. 董事及股東所填寫的中英文姓名必須與身份證或護照上的姓名相符。   The Chinese and English name of the directors and shareholders must match the Hong Kong identity card or passport. |
| **公司秘書　Company Secretary** |
| 1. 所有香港公司必須聘請一位法定公司秘書。若是以個人名義，需一般長期居留本港；若是以團體名義，則必須在香港有其註冊辦事處。   Every Hong Kong company must have a Company Secretary who must, if an individual, ordinarily reside in Hong Kong or if a body corporate, must have its registered office in Hong Kong.   1. 如公司只有一位董事，該董事不能同時兼任秘書。本公司可以作為公司秘書，需另收費。   If the company has only one director, this director cannot act as the named Company secretary. AccGirl may act as your Company’s named secretary, additional charges apply.   1. 公司秘書並不是董事或高級行政人員之私人秘書，而是公司其中一名高級行政人員。   Company Secretary is not the private secretary of a director or executive but one of the senior executive of the Company. |
| **註冊地址　Registered Address** |
| 1. 註冊地址為商業登記證上所顯示的業務地址以及商業登記署所查冊到的業務地址。若以商業地址作為登記地址，會令客人對公司規模增加信心。本公司亦有提供註冊辦事處服務，需另收費。   The registered address will be shown on your Business Registration Certificate (BR) and the public company registry database. If a commercial address is used as the registered address instead of a home address, your customer will have more confidence in your company. We provide registered address service, additional charges apply. |

**附件二: 公司備存重要控制人登記冊指引**

**Appendix B: Guideline on the Keeping of Significant Controllers Registers by Companies**

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| **對公司有重大控制權的條件　Conditions for Significant Control Over The Company** |
| 某人如符合下述五個條件之中的一個或以上條件，即對公司有重大控制權 —  A person has significant control over a company if one or more of the following 5 conditions are met –   * **該人直接或間接持有公司 25% 以上的已發行股份；或如公司沒有股本，該人直接或間接享有分攤公司 25% 以上資本或分享公司25%以上利潤的權利**   **The person holds, directly or indirectly, more than 25% of the issued shares in the company or, if the company does not have a share capital, the person holds, directly or indirectly, a right to share in more than 25% of the capital or profits of the company**   * **該人直接或間接持有公司 25% 以上的表決權**   **The person holds, directly or indirectly, more than 25% of the voting rights of the company**   * **該人直接或間接持有委任或罷免公司董事局的過半數董事的權利**   **The person holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company**   * **該人有權利或實際上對公司發揮或行使重大影響力或控制**   **The person has the right to exercise, or actually exercises, significant influence or control over the company**   * **該人有權利或實際上對某信託或商號的活動發揮或行使重大影響力或控制，而該信託或商號並不是法人，但該信託的受託人或商號的成員 (以其作為信託受託人或商號成員的身分)，就公司而言符合首四個條件之中的任何一個條件**   **The person has the right to exercise, or actually exercises, significant influence or control over the activities of a trust or a firm that is not a legal person, but whose trustees or members satisfy any of the first four conditions (in their capacity as such) in relation to the company** |

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| **擔任指定代表的條件　Requirements for Acting as the Designated Representative** |
| 公司須指定最少一名人士為該公司的代表，以提供與該公司的重要控制人登記冊有關的協助予執法人員 。公司的指定代表須由以下任何一類人士擔任 —  A company must designate at least one person as its representative to provide assistance relating to the company’s SCR to a law enforcement officer. A company’s designated representative must be one of the following –   * **該公司的成員、董事或僱員，而且必須是居於香港的自然人**   **A member, director or an employee of the company who is a natural person resident in Hong Kong**   * **《打擊洗錢及恐怖分子資金籌集條例》(第 615 章 (下) 稱“《打擊洗錢條例》”) 所界定的會計專業人士、法律專業人士或信託或公司服務持牌人**   **An accounting professional, a legal professional or a TCSP licensee as defined in the Anti-Money Laundering and**  **Counter-Terrorist Financing Ordinance, Cap. 615 (“AMLO”)** |

以上基本指引只供參考，如欲了解更多有關公司備存重要控制人登記冊的詳情，請點擊以下網址以下載由公司註冊處發出的公司備存重要控制人登記冊指引 <https://www.cr.gov.hk/tc/publications/docs/Guidelines_scr_c.pdf> ，或瀏覽公司註冊處網站<https://www.cr.gov.hk/tc/publications/guidelines_02.htm>

The above basic guidelines are for reference only. For more information on keeping of Significant Controllers Registers by companies, please click on the following website to download the Guideline on the Keeping of Significant Controllers Registers by Companies issued by the Companies Registry: <https://www.cr.gov.hk/en/publications/docs/Guidelines_scr_e.pdf> , or visit the Companies Registry website at <https://www.cr.gov.hk/en/publications/guidelines_02.htm>

**附件三: 第615章 《打擊洗錢及恐怖分子資金籌集條例》**

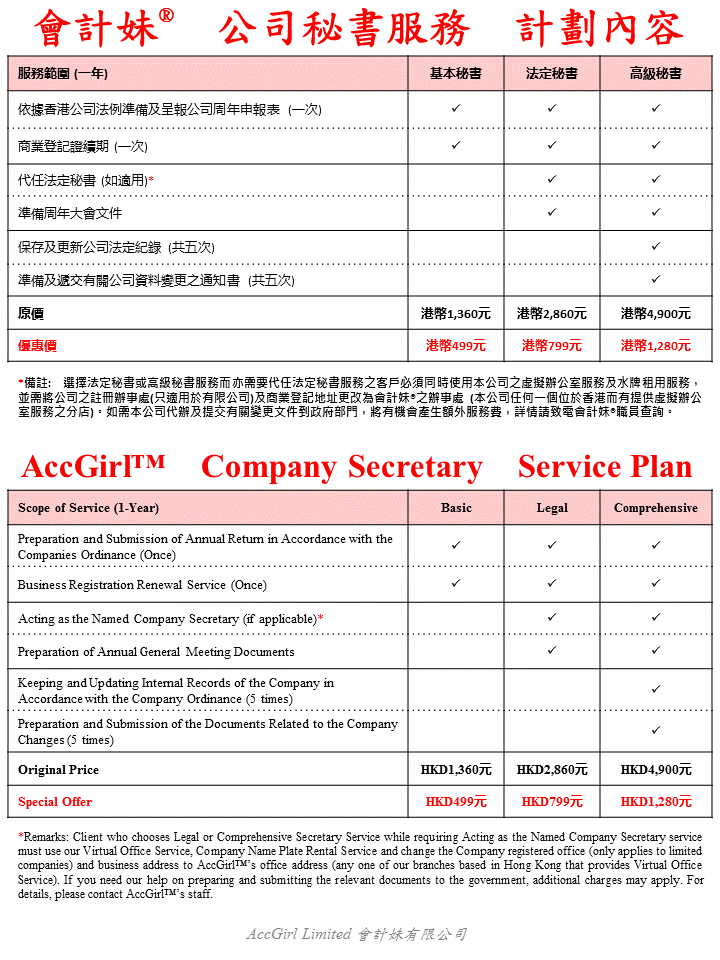
**Appendix C: Cap. 615 Anti-Money Laundering and Counter-Terrorist Financing Ordinance**

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| **客戶盡職審查　Customer Due Diligence** |
| * 根據打擊洗錢條例附表2第2部第18條的規定，客戶需要根據附表2第2部第2條向信託及公司服務持牌者提供資料。   Subject to the requirements set out in section 18 of Part 2 of Schedule 2 to the AMLO, customers need to carry out CDD measures under section 2 of Part 2 of Schedule 2 to the AMLO.   * 客戶應立即向信託及公司服務持牌者提供客戶在執行該措施過程中獲得的數據或信息。   Customer shall immediately provide the TCSP Licensee with the data or information that customer has obtained in the course of carrying out that measure.   * 客戶還應在信託及公司服務持牌者要求規定的期限內應信託及公司服務持牌者的要求，提供任何文件或任何數據或信息的記錄副本。   The customer shall also on request by the TCSP Licensee within the period specified in the record-keeping requirements of the AMLO, provide a copy of any document, or a record of any data or information.   * 客戶在收到請求後，在合理可行的情況下盡快執行信託及公司服務持牌者的過程中提供任何文件或任何數據或信息的記錄副本。   Obtained by the customer in the course of carrying out the CDD measures as soon as reasonably practicable after receiving the request. |

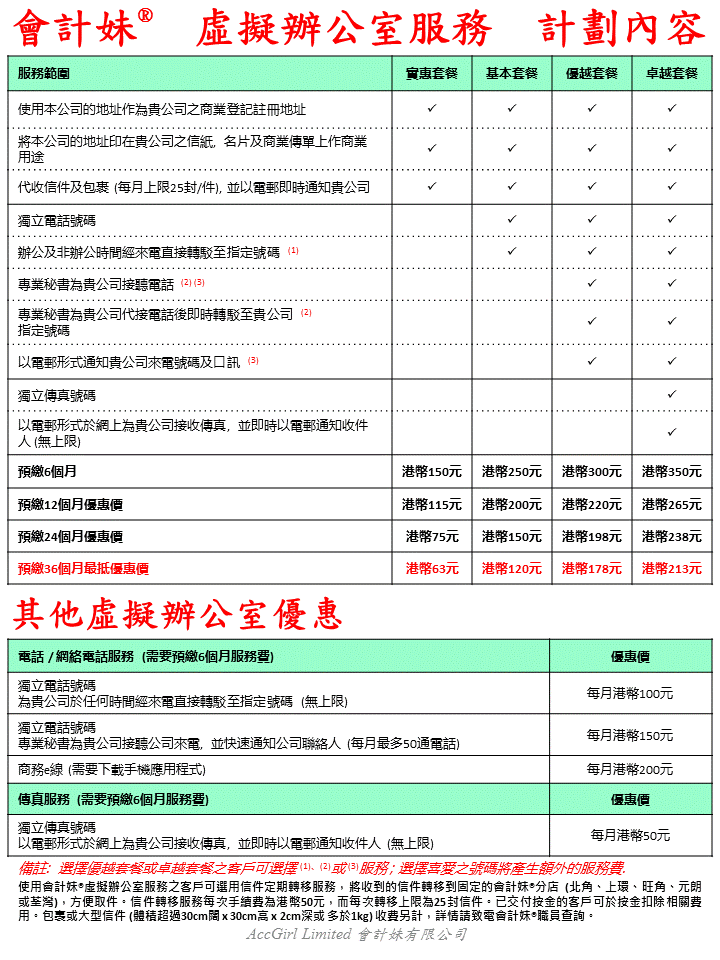
以上客戶盡職審查資料只供參考，如欲了解更多有關《打擊洗錢及恐怖分子資金籌集條例》，請點擊以下網址進入電子版香港法例網站https://www.elegislation.gov.hk/hk/cap615!zh-Hant-HK

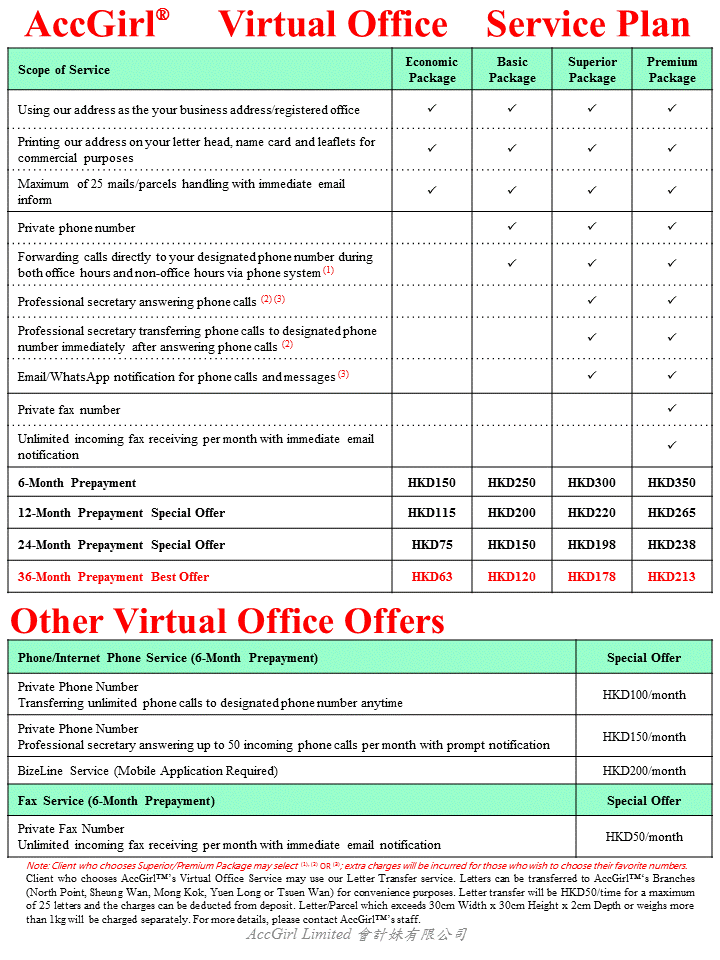
The above Customer Due Diligence information is for reference only. For more information about Anti-Money Laundering and Counter-Terrorist Financing Ordinance, please click on the link below to visit the Hong Kong e-Legislation website: <https://www.elegislation.gov.hk/hk/cap615!en?INDEX_CS=N&xpid=ID_1438403529058_002>

**附件四: 公司秘書服務計劃**

**Appendix D: Company Secretary Service Plan Information**

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**附件五: 虛擬辦公室服務計劃**

**Appendix E: Virtual Office Service Plan Information**